

Horton Parish Council

Minutes

Meeting held 15th July 2025 at 19.00 at Champney Hall.

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| #01 | Councillors Summoned: Chair Cllr Hickley, Vice Chair Cllr Larcombe, Cllr Bovingdon, Cllr Buckley, Cllr Cole, Cllr Coogan, Cllr Patel, Cllr Petrassi-Beck | |
| A | Welcome, present, apologies and declaration of interest: <ul style="list-style-type: none"> Present: Cllr Hickley, Cllr Bovingdon, Cllr Petrassi-Beck and the minute taker Jayne Kennedy who had been invited by the council to take the minutes. Cllr Cole from item 03A 19:11, Cllr Patel from 19:13 Apologies: Cllr Buckley, Cllr Larcombe and Cllr Coogan. There were no declarations of interest in this agenda. | |
| B | Public Participation document and the Meetings Rules including recording of the meeting: Cllr Hickley proposed that for the next few meetings a transcript of the meeting is taken digitally. This will be reviewed when there is a new clerk in post. Proposed Cllr Hickley, seconded Cllr Bovingdon. All in favour. | NC ? Or BH |
| C | Questions from the public: No members of the public were present. | |
| #02 | Statutory items: | |
| A | Minutes of previous meetings for approval: 17th June 2025, 3rd July 2025, 11th July 2025 17th June 2025 Proposed Cllr Hickley, seconded Cllr Bovingdon. All in favour. 3rd July 2025 Proposed Cllr Hickley, second Cllr Cole 11th July 2025 Proposed Cllr Hickley, seconded Cllr Bovingdon Cllr Hickley gave an update on the Clerk Vacancy. 38 applications were received that were then scored on a matrix produced by Cllr Cole. The Council had found the matrix very effective and issued thanks to Cllr Cole for his work in preparing the matrix. A decision had been made that 5 initial Interviews will be held later this week. The remaining candidates will be held in reserve and notified that they had not been successful once the position has been filled. | |
| #03 | Planning applications and Highways: (Planning appendix for details re items A-C) | |
| A | Residential Planning Applications received: 25/01614/FULL - 227 Coppermill Road – Part retrospective application for change of use from a ground floor office space (class E) to car sales (Sui Generis). Cllr Hickley proposed a response objecting to the application which the council unanimously approved. | BH |
| B | Industrial Planning Applications received: None | |
| C | Planning Enforcement and Complaints: None | |
| D | Other planning issues and appeals: None | |
| #04 | Communications: | |

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| A | Clerk's Communications: Below included in the Chairman | |
| B | Chairman's Communications: <ul style="list-style-type: none"> • Complaints received: A wall has moved by 5 inches and could fall at any time. There is a damaged skip at Pickins Piece | BH BH BH |

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| | Residents of Pickins Piece are not sorting their waste – Chair of the Parish Council to email Abri <ul style="list-style-type: none"> • The Chair asked for clarity on two invoices: • It was clarified that the invoices covered two different time periods. An Invoice for the Church from the Parish Council of £1,322.50 for period April 2024 – March 2025 has been raised. The Parish Council has received an invoice for £2,061 from the Church to the Parish Council for the change in payment process. The Church has taken over the payment of the Garden Designs invoices for the Churchyard. £2,061 is the amount that the Parish Council budgeted and therefore collected in precept for grass cutting, weed killing and a cutback in the Church yard for the period April 2025 – March 2026. A discussion took place on Churchyard maintenance. £2,061 is to be paid as agreed at the April 2025 meeting. The Parish Council will ask the Church Council to provide evidence that more than £2,061 has been spent on the churchyard cutting, weedkilling and cut back over that period. Cllr Cole to create an email explaining | NC |
| C | RBWM Communications: None | |
| D | Any other items received after the agenda has been published* | |
| #05 | To receive reports from Borough Councillors or Parish Councillors or others | |
| A | Ward Councillors' report: None present due to an RBWM Council meeting taking place. | |
| B | DALC /BALC / HALC / NALC Report: To receive the latest updates: The new clerk will circulate emails when in post. | |
| C | Waterways Report: Cllr Larcombe was not present | |
| D | Flood Wardens Report: The flood warden was not present | |

| E | Playground Report: Cllr Petrassi-Beck has been trying to get someone to paint the play equipment and is in talks with an Airport based company to carry out the works. ARD playground to be contacted to purchase the paint from. Proposed new flower bed on Stanwell Road just outside the recreation ground. Proposed Cllr Cole, second Cllr Hickley, all on favour. | GB BH BH | | | | | | | | | | |
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| F | Defibrillator Report: Still in working order. | | | | | | | | | | | |
| G | Community Liaison Groups: Local access forum – Cllr Hickley cannot attend. | | | | | | | | | | | |
| H | Neighbourhood Action Group Meeting: Letter to TVP - To be actioned. | | | | | | | | | | | |
| I | Decision on Interviews for the Clerk/RFO Vacancy: As above in #02A | | | | | | | | | | | |
| J | Any other information to share that is relevant to council business* | | | | | | | | | | | |
| K | Items for future agendas: Notify the Chair | | | | | | | | | | | |
| #06 | Financial Report: | | | | | | | | | | | |
| A | Income: £1,118.41 VAT reclaim has been submitted. | | | | | | | | | | | |
| B | Approval of payment: <table><tr><th>Date</th><th>Payee</th><th>Invoice Number</th><th>Budget Line</th><th>Amount</th></tr><tr><td>15/07/2025</td><td>Staff</td><td>Month 5</td><td>Personnel/ Admin</td><td>675.17</td></tr></table> | Date | Payee | Invoice Number | Budget Line | Amount | 15/07/2025 | Staff | Month 5 | Personnel/ Admin | 675.17 | |
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| 15/07/2025 | Staff | Month 5 | Personnel/ Admin | 675.17 | | | | | | | | |

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| 15/07/2025 | HMRC | Month 5 | Personnel | -32.61 |
| 15/07/2025 | Berkshire Pension | Month 5 | Personnel | 226.77 |
| 15/07/2025 | Garden Designs | 9048 | Greens | £615.60 |
| 15/07/2025 | JRB Enterprises | 28574 | Other | £110.52 |
| 15/07/2025 | Vision ICT | 20473 | IT | £282.00 |
| 15.07.2025 | | | | |
| 15/07/2025 | ICO | DD 06 2025 | Subscription | £52.00 |

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| | <p>Christmas Tree quote received from Windowflowers for £1,400 less 5% if ordered before the end of August 2025. Cllr Patel proposed the quote is accepted, seconded by Cllr Cole, all in favour</p> <p>Payments proposed Cllr Hickley, Seconded Cllr Patel. All in favour.</p> <p>Payments will be delayed whilst the bank updates its records to allow Cllr Hickley to create payments. All affected suppliers had been notified.</p> | BH |
| C | Submission of the AGAR: The AGAR was submitted before the end of June. | |
| D | <p>Contingency plan for payments after the end of June: Nothing further for contingency planning.</p> <p>The former clerk has reconciled Q1 so needs to be added to the August agenda.</p> | BH |
| E | <p>Section 137 / Chair's fund payments:</p> <p>(S137 limited by legislation, Chair's fund limited to £250 p.a. without meeting approval)</p> <p>None made.</p> | |
| F | Any other Finance information to share* | |
| #07 | Policies to be reviewed and adopted: | |
| | <ul style="list-style-type: none"> • Communications Policy • CCTV Policy • Standing Orders • Financial Procedures • Members code of Conduct • IT Policy <p>Deferred until next time.</p> | BH |
| | The Parish council thanked the former Clerk for her service to the Parish Council. The former clerk thanked the Parish Council for the opportunity and development that they had provided in the role and expressed that it had been a good position to hold and it was her own circumstances and needs behind the move into her new role elsewhere. | |
| #08 | Questions from the public: (If appropriate) | |
| #09 | EXCLUSION OF THE PRESS AND PUBLIC To consider a resolution under the Public Bodies (Administration to Meetings) Act 1960 LGA 1972 ss 100 and 106 to exclude the Press and Public as the business to be discussed (Parish Administration) is of a confidential nature and would be prejudicially affected by public interest. | |
| A | Staffing – Decide who to interview – See above – No part 2 discussion was required. | |
| | Dates of future meetings: 2025, Third Tuesday of each month | |
| | Please read the "Meetings Rules and Public Participation at Meetings" document | |
| | Tuesday 19 th August 2025 – 19:00 Tuesday 16 th September 2025 – 19:00 | |

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| | Tuesday 21 st October 2025 – 19:00 | Tuesday 18 th November 2025 – 19:00 | |
| | Tuesday 16 th December 2025 – 19:00 | Tuesday 20 th January 2026 – 19:00 | |
| | Tuesday 17 th February 2026 – 19:00 | Tuesday 17 th March 2026 – 19:00 | |
| | Tuesday 20 th April 2026 – 19:00 | Tuesday 19 th May 2026 – 19:00 | |

Meeting Closed 19:36

| Planning Appendix (Updated Tuesday 15 th July 2025) | | | | | | | | |
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| Ref | Date | Address | details | N o a c t i o n f r o m H P C | H P C t o r e s p o n d | H P C r e s p o n d e d | a w a i t i n g R B W M d e c i s i o n | Decided |
| 4A: New applications received since last meeting | | | | | | | | |
| 25/01614/FULL | Wed 09 Jul 2025 | Salon 227 227 Coppermill Road Wraysbury Staines TW19 5NW | Change of use of the ground floor from Class E (office) to Sui Generis (Car Sales). (Part Retrospective). | | | | | |
| 4B: Applications awaiting decision from RBWM | | | | | | | | |
| 25/01017/FULL | Mon 09 Jun 2025 | 136 Coppermill Road Wraysbury Staines TW19 5NR | 1no. detached outbuilding ancillary to the main dwelling, front boundary treatment and hardstanding (part retrospective). | | | | | |

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| 25/01338/FULL | Tue 03 Jun 2025 | Kirkstone Horton Road Horton Slough SL3 9NU | Single storey rear extension and alterations to fenestration following the demolition of the existing single storey elements. | | | | | |
| 25/01412/CPD | Fri 30 May 2025 | 28 Coppermill Road Wraysbury Staines TW19 5NT | Certificate of lawfulness to determine whether the proposed detached outbuilding ancillary to the main dwelling is lawful. | | | | | |
| 25/01377/FULL | Wed 28 May 2025 | 165 Coppermill Road Wraysbury Staines TW19 5NX | First floor rear extension, hip to gable and 1no. rear dormer. | | | | | |
| 25/00579/VAR | Mon 10 Mar 2025 | 28 - 30 Coppermill Road Wraysbury Staines | Variation (under Section 73a) of planning permission 18/02046/VAR to remove Condition 10 (removal of PD). | | x | x | x | |
| 25/01141/PDXL | Fri 02 May 2025 | 164 Coppermill Road Wraysbury Staines TW19 5NR | Single storey rear extension no greater than 8.00m in depth, 3.05m high with an eaves height of 2.65m. | | x | x | x | |
| 25/00568/CLU | Fri 07 Mar 2025 | Land To The West And Adjacent 1A The Bungalow Datchet Road Horton Slough | Certificate of lawfulness to determine whether the existing use of the land for a residential caravan site is lawful. | | x | x | x | |
| 4C: Applications decided since last meeting | | | | | | | | |

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| 25/01024/FULL | Wed 07 May 2025 | 136 Coppermill Road Wraysbury Staines TW19 5NR | Part change of use of the existing car park to mixed use to park minibuses | | × | × | × | Application Refused – Wednesday 2 nd July 2025 |
| | | | overnight for business use (part retrospective) | | | | | |
| 25/01111/FULL | Wed 30 Apr 2025 | 1 Ashgood Cottages Foundry Lane Horton Slough SL3 9PB | Part single part two storey side extension | | × | × | × | Application Refused – Friday 20 th June 2025 |
| 25/01094/FULL | Mon 28 Apr 2025 | 24 Coppermill Road Wraysbury Staines TW19 5NT | New front porch. | | × | × | × | Application withdrawn – Tuesday 1 st July 2025 |
| 25/00915/FULL | Wed 23 Apr 2025 | 90 Coppermill Road Wraysbury Staines TW19 5NS | Single storey front extension, single storey side/rear extension and alterations to existing rear steps. | | × | × | × | Application Refused – Tuesday 24 th June 2025 |